Estonian Style Guide

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What's New?

Last Updated: February 2011

New Topics

This section does not apply to Estonian.

Updated Topics

The overall Style Guide content was fully updated in February 2011 as part of major Style Guide update project performed for all languages.

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. Some topics are considered to be "Core & Common" – pertaining to all Microsoft products and services, while other topics have been added for product-specific purposes. These product-specific topics are in a separate section at the end of this document.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Estonian Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting and grammatical conventions. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the Microsoft Language Portal feedback page.

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Estonian localization.

Sample Text

A. H. Tammsaare (ebatäpselt ka Anton Hansen Tammsaare, Anton-Hansen Tammsaare, Anton Hansen-Tammsaare või Anton Tammsaare; kodanikunimega Anton Hansen; 30. jaanuar 1878 Albu vald – 1. märts 1940 Tallinn) oli eesti kirjanik.

Elukäik

Ta õppis omal käel lugema ja läks 8-aastaselt kooli. Esimesed teadmised omandas Sääsküla koolis, kuhu ta läks 1886. aastal, hiljem õppis Prümli vallakoolis ja pärast seda veel Väike-Maarja kihelkonnakoolis, kuhu tuli õpetajaks tuntud luuletaja Jakob Tamm, kes pani rõhku õpilaste kirjalikule väljendusoskusele. Seal alustas Anton ka ise luuletuste kirjutamist. Peale selle õpetati kihelkonnakoolis muusikat. Anton sai siit algoskuse viiulimängus.

Väike-Maarja kihelkonnakoolis käis ta aastatel 1892–1894 ja 1896–1897. Aastatel 1894–1896 oli ta isal abiks põllutöödel.

Aastatel 1898–1903 õppis Anton Tartus Hugo Treffneri gümnaasiumis ja töötas samal ajal ka Teataja toimetuses. Gümnaasiumi lõpetamise järel alustas Hansen õpinguid Tartu ülikooli õigusteaduskonnas. Ülikooliaastatel kirjutas jutustused „Pikad sammud", „Üle piiri", „Noored hinged" jts. Juristidiplom jäi Hansenil saamata, kuna ta haigestus tuberkuloosi.

Looming

Kirjandusse tuli Tammsaare 20. sajandi alguses külaolustikuliste novellide ja jutustustega („Kilgivere Kustas", „Mäetaguse vanad", „Käbe-Kaarli noor naine", „Kaks paari ja üksainus" (1902), „Tähtis päev", „Vanad ja noored" (1903), „Raha-auk" (1907)).

Tammsaare loomingu kõrgaeg algas näidendist „Juudit" (1921) ja romaanist „Kõrboja peremees" (1922). Keskse tähtsusega on 5-köiteline romaan „Tõde ja õigus" (1926–1933), mis käsitleb Eesti ühiskonnale iseloomulikke arengusuundi 19. sajandi lõpukümnendeist 1920. aastate lõpu majanduskriisini. Ühiskonnaelu arvustavad allegooriline romaan „Põrgupõhja uus Vanapagan" (1939) ja näidend „Kuningal on külm" (1936).

Ajapikku omandas Tammsaare looming suure psühholoogilise sügavuse ja ühiskonnakriitilise teravuse, rikastus kunstiliselt ja mitmekesistus elukujutuse poolest. Ta on 20. sajandi eesti kriitilise realismi kõige silmapaistvamaid esindajaid. Samas ei piirdunud Tammsaare temaatikas Eesti maaeluga, vaid käsitles ka ajaloolisi ja fantaasiaküllaseid teemasid. Lisaks romaanidele on Tammsaare avaldanud miniatuure, kunstmuinasjutte, artikleid ja esseid ning tõlkinud hulgaliselt nii ilukirjandust kui ka publitsistikat.

Esimesed tööd avaldas ta A. Hanseni nime all, kirjanikunime A. H. Tammsaare võttis kasutusele 1902. aastast.

Tunnustus

Aastal 1936 püstitati Tammsaarele ausammas Albu vallamaja juurde. Tammsaare sünnipaigas Põhja-Tammsaare talus ja Tallinnas on A. H. Tammsaare muuseum. Tema 100. sünniaastapäeval 1978. aastal püstitati Tallinna A. H. Tammsaare mälestusmärk. Tammsaaret on kujutatud Eesti kahekümne viie kroonisel pangatähel.

(Source: http://et.wikipedia.org/wiki/Anton_Hansen_Tammsaare)

Anne Kask

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Loodud 27.01.11 kell 12:30

Recommended Reference Material

Use the Estonian language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. Eesti keele käsiraamat (Eesti Keele Sihtasutus, 2000)
2. Eesti ortograafia (Eesti Keele Sihtasutus, 2005)
3. Eesti õigekeelsussõnaraamat (Eesti Keele Sihtasutus, 2006)
4. The Estonian Language Institute (Eesti Keele Instituut http://eki.ee)
5. Võõrsõnade leksikon (Väär, E., Kleis, R., Silvet, J.; Valgus; 2006)

Informative References

These sources are meant to provide supplementary information, background, comparison, etc.

1. The Law of Estonian Language (https://www.riigiteataja.ee/ert/act.jsp?id=835593)
2. Estonian Ministry of Language and Research (Haridus- ja teadusministeerium http://www.hm.ee/)

Language Specific Conventions

This part of the style guide contains information about standards specific to Estonian.

Country/Region Standards

Characters

Country/region	Estonia
Lower-case characters	a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, š [scaron], z, ž [zcaron], t, u, v, w, õ, ä, ö, ü, x, y
Upper-case characters	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, Š [Scaron], Z, Ž [Zcaron], T, U, V, W, Õ, Ä, Ö, Ü, X, Y
Characters in caseless scripts	n/a
Extended Latin characters	Šš, Žž, Õõ, Ää, Öö, Üü
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	32
Unicode codes	Letter - Unicode code - Decimal code A - 0041 - 65 a - 0061 - 97 B - 0042 - 66 b - 0062 - 98 C - 0043 - 67 c - 0063 - 99 D - 0044 - 68 d - 0064 - 100 E - 0045 - 69 e - 0065 - 101 F - 0046 - 70 f - 0066 - 102 G - 0047 - 71 g - 0067 - 103

Country/region	Estonia
	H - 0048 - 72 h - 0068 - 104 I - 0049 - 73 i - 0069 - 105 J - 004A - 74 j - 006A - 106 K - 004B - 75 k - 006B - 107 L - 004C - 76 l - 006C - 108 M - 004D - 77 m - 006D - 109 N - 004E - 78 n - 006E - 110 O - 004F - 79 o - 006F - 111 P - 0050 - 80 p - 0070 - 112 Q - 0051 - 81 q - 0071 - 113 R - 0052 - 82 r - 0072 - 114 S - 0053 - 83 s - 0073 - 115 Š - 0160 - 208 š - 0161 - 240 Z - 005A - 90 z - 007A - 122 Ž - 017D - 222 ž - 017E - 254 T - 0054 - 84 t - 0074 - 116 U - 0055 - 85 u - 0074 - 116

Country/region	Estonia
	V - 0056 - 86 v - 0076 - 118 W - 0057 - 87 w - 0077 - 119 Õ - 00D5 - 213 õ - 00F5 - 245 Ä - 00C4 - 196 ä - 00E4 - 228 Ö - 00D6 - 214 ö - 00F6 - 246 Ü - 00DC - 220 ü - 00FC - 252 X - 0058 - 88 x - 0078 - 120 Y - 0059 - 89 y - 0079 - 121
Notes	n/a

Date

Country/region	Estonia
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	The first full week of the year.
Separator	Full stop (.)
Default Short Date Format	d.MM.yy
Example	17.03.11
Default Long Date Format	d. MMMM yyyy. a
Example	17. märts 2011. a
Additional Short Date Format 1	dd.MM.yy

Country/region	Estonia
Example	17.03.11
Additional Short Date Format 2	dd.MM.yyyy
Example	17.03.2011
Additional Long Date Format 1	dd. MMMM yyyy. a
Example	17. märts 2011. a
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	No
Leading Zero in Month Field for Short Date Format	Yes
No. of digits for year for Short Day Format	2 or 4
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date Format	n/a, name of month written
Number of digits for year for Long Day Format	2
Date Format for Correspondence	d.MM.yy
Example	17.03.11
Notes	Note that '.a' is only used in ordinal numerals.
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)

Country/region	Estonia
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Estonia
24 hour format	Yes
Standard time format	H:mm:ss (deviation from correct language usage)
Standard time format example	23:43:12 (deviation from correct language usage)
Time separator	colon (:)
Time separator examples	23:43:12
Hours leading zero	No
Hours leading zero example	8:04:05 (deviation from correct language usage)
String for AM designator	n/a
String for PM designator	n/a
Notes	Officially approved variants in "Eesti keele käsiraamat" are: • 6:18.24 (6 h 18 min 24 s) • kell 19.30 • algab 8.00 ja lõpeb 9.15 • 6.18.24 (6 h 18 min 24 s) • 2.36,15 (2 min 36,15 s) However, as per IT standards colons should be used as separators in Estonian. Applies to all MS materials.

Days

Country/region: Estonia

Day	Normal Form	Abbreviation
Monday	esmaspäev	E
Tuesday	teisipäev	T
Wednesday	komapäev	K
Thursday	neljapäev	N
Friday	reede	R
Saturday	laupäev	L
Sunday	pühapäev	P

First Day of Week: Monday

Is first letter capitalized? No

Notes: n/a

Months

Country/region: Estonia

Month	Full Form	Abbreviated Form	Long Date Form
January	jaanuar	jaan	jaanuar
February	veebruar	veebr	veebruar
March	märts	märts	märts
April	aprill	apr	aprill
May	mai	mai	mai
June	juuni	juuni	juuni
July	juuli	juuli	juuli
August	august	aug	august
September	september	sept	september
October	oktoober	okt	oktoober
November	november	nov	november
December	detsember	dets	detsember

Is first letter capitalized? No

Notes: n/a

Numbers

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Estonia	372	No	0	Space	7	### ####
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Estonia	7	### ####	7 and 8	### #### and #### ####	11 and 12	+372 ### #### and +372 #### ####

Notes:
- The above description applies to the numeration system change that was completed on 1 May 2004.
- All non-international numbers (local, domestic, mobile) are written in the same way.
- In international use, the country code is not put in parentheses and is prefixed by a plus sign.
- In domestic use, phone numbers of other countries are used complete with the international prefix and country code, which are written without parentheses (because the dialing sequence is the same regardless of which phone the user dials from): 00 371 xxxx xxxx (Latvia).
- The international prefix is 00.

Addresses

Country/region: Estonia

Disclaimer: Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

Address Format:
1. [Title/Honorific] FirstName [SecondName] LastName
2. [CompanyName]
3. Address1
4. [Address2]
5. PostalCode City
6. [Country] if applicable

Example Address: Juhan Juurikas
AS Päikesepaiste
Ranna tee 6
12345 Pärnu

Local Postal Code Format: [EE-]xxxxx

Notes:
- Abbreviations may be used with or without a trailing full stop.
- The postal code is placed before the city's name.
- One space between PostalCode and City.
- “State/province/Region” are not used in addresses.
- The ISO/CEPT country code used in postal addresses EE and may be prefixed to the postal code in international use: EE-12345.

Currency

Country/region	Estonia
Currency Name	euro
Currency Symbol	**EUR** in currency tables and **euro** or **€** in texts
Currency Symbol Position	The digits come first, followed by a space and then the word euro (always in lowercase), symbol € or abbreviation EUR.
Positive Currency Format	123.45 eurot / 123.45 € / 123.45 EUR
Negative Sign Symbol	For negative values, the minus sign is indicated by a minus sign (en dash) and is placed directly in front of the digits, with no space between.
Negative Currency Format	–123.45 eurot / –123.45 € / –123.45 EUR
Decimal Symbol	. (period)
Number of Digits after Decimal	2
Digit Grouping Symbol	Space
Number of Digits in Digit Grouping	3
Positive Currency Example	1 234 456 789.00 eurot / 1 234 456 789.00 € / 1 234 456 789.00 EUR
Negative Currency Example	–1 234 456 789.00 eurot / –1 234 456 789.00 € / –1 234 456 789.00 EUR
ISO Currency Code	EUR
Currency Subunit Name	sent
Currency Subunit Symbol	n/a

Currency Subunit Example	17 senti

Digit Groups

Country/region: Estonia

Decimal Separator: , .

Decimal Separator Description: comma, period

Decimal Separator Example: 123.45 eurot
1,2 MB
5,25 tolli
12,58
9,5%

Thousand Separator:

Thousand Separator Description: space

Thousand Separator Example: 1 234 567

Notes:
- A comma is used in decimals in Estonian, except in currency and other uses where the value is a concatenation of two independent units, in which case a full stop is used.
- Note the absence of a space between number and % symbol.

Measurement Units

Metric System Commonly Used? Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	kilomeeter	km
	Meter	meeter	m
	Decimeter	detsimeeter	dm
	Centimeter	sentimeeter	cm
	Millimeter	millimeeter	mm
Capacity	Hectoliter	hektoliiter	hl
	Liter	liiter	l
	Deciliter	detsiliiter	dl
	Centiliter	sentiliiter	cl

Category	English	Translation	Abbreviation
	Milliliter	millilliiter	ml
Mass	Ton	tonn	t
	Kilogram	kilogramm	kg
	Pound	nael	lb
	Gram	gramm	g
	Decigram	detsigramm	dg
	Centigram	sentigramm	cg
	Milligram	milligramm	mg
English Units of Measurement	Inch	toll	n/a
	Feet	jalg	n/a
	Mile	miil	n/a
	Gallon	gallon	n/a

Notes:
- The SI system units of measurements are used in Estonian documentation.
- The rare non-metric exceptions include some wide-spread inch-based units in the computer area, e.g. floppy disk sizes, print/scan resolutions etc. The physical dimensions of the equipment, paper sizes etc. are expressed in millimeters, instead of, or in addition to, inches.

Percentages

There is no space between number and % symbol (95%).

Sorting

Sorting rules	1. Capital letters and lowercase letters are equal. No distinction is made between them. 2. The extended characters õ, ä, ö, ü, š and ž are not the equivalents of a, o or s but treated as separate letters of the alphabet. Please see the alphabet above 4. Other accented characters are equal with non-accented characters; so é and e are equal. 5. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. 6. Digits sort after the non-alphabetical characters and before the letters of the alphabet.
Character sorting order	Letter - Decimal code A -65 a -97

	B -66 b -98 C -67 c -99 D -68 d -100 E -69 e -101 F -70 f -102 G -71 g -103 H -72 h -104 I -73 i -105 J -74 j -106 K -75 k -107 L -76 l -108 M -77 m -109 N -78 n -110 O -79 o -111 P -80 p -112 Q -81 q -113 R -82 r -114 S -83

	s -115 Š -208 š -240 Z -90 z -122 Ž -222 ž -254 T -84 t -116 U -85 u -116 V -86 v -118 W -87 w -119 Õ -213 õ -245 Ä -196 ä -228 Ö -214 ö -246 Ü -220 ü -252 X -88 x -120 Y -89 y -121
Examples of sorted words	@ 1 Aaron andere chaque chemin cote côté coté côte

	čučēt Czech hiša irdisch Löwen lie lire llama lòza luč luck lõug lävi Lübeck lye màšta mîr Männer möchten myndig piña pint pylon savoir Sietla ślub subtle sämtlich symbol šàran Šerbūra zoo Zviedrija Zürich zysk žal žena Ženēva zzlj zzlz zznj zznz verkehrt

	vox väga waffle wood ändere yen yuan yucca

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Estonian language to Microsoft products and documentation.

Adjectives

In Estonian, adjectives should be handled in the following manner.

In Estonian adjectives are handled as nouns. They are declined and they also have plural forms as nouns have. If they appear with a noun, they concord to a noun. Please see “Eesti keele käsiraamat” for detailed information.

Possessive adjectives

This section does not apply to Estonian.

Articles

General considerations

This section does not apply to Estonian.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them as proper nouns in Estonian. These names are either in nominative or they are declined (case ending is added). When declining these names we either use modifier and we decline this or if the modifier cannot be used or sounds unnatural in Estonian, we decline the name directly by adding case ending to it. Please note that it is very common and natural to decline names in Estonian. Excessive use of modifiers makes the text unnatural, so declination must be used.

Example:

Source: You can do the following with **Lync**.

Target: + **Rakendusega Lync** saate teha järgmist. (The modifier is used.)

or

+ **Lynciga** saate teha järgmist. (The name is declined.)

Localized Feature Names

Translated feature names are handled as proper nouns in Estonian. These feature names are declined.

Example:

Source: With **Parental Control** your kids are safe.

Target: + **Vanemliku järelevalve** abil on teie lapsed kaitstud.

Articles for English Borrowed Terms

This section does not apply to Estonian.

Capitalization

1. Capitalization of sentences

In Estonian, the first letter of the sentence is capitalized. After a colon the sentence should continue with a lower case.

2. Capitalization of proper names

In Estonian, like in English, proper names (i.e., names of programs, modules, wizards) are capitalized. If the localizable software item is a phrase, capitalize only the first word.

Source: Click Print Preview

Target: + Klõpsake nupul Prindi eelvaade.

– Klõpsake nupul Prindi Eelvaade.

However, in trademarks (e.g., Microsoft Windows), every word should be capitalized.

3. Capitalization of a text in brackets

In English software, additional short text in brackets often starts with a capital letter. In the Estonian localized software, when the short text in brackets is not a full sentence, it should start with a small letter.

In Estonian we only capitalize the following:

- toponyms (including countries and states)
- companies, organizations
- persons' names
- media editions, documents, belletristic and art works
- historical events
- events
- goods
- plant breeds
- rewards

The following list consists of items that are not names and cannot be written in capital letters:

- months, weekdays, holiday names
- job titles, titles of honor, ranks, scientific degrees
- all designations and appellations
- derivates of names (shakespearelik väljend = Shakespearish phraze)
- the sentence that continues after a colon or a dash
- list items (with exceptions).

Examples:

En: To find the last **Product Use Rights** document in which a product appeared...

Et: + Kõige värskemat **tootekasutusõiguste** dokumenti, milles teile huvipakkuvat toodet käsitleti...

En: We updated the **Additional Terms** section of the Online Services section of this document.

Et: + Uuendasime selle dokumendi võrguteenuste jaotise **lisatingimuste** osa.

En: Corporate **Error Reporting**

Et: + Ettevõttesisene **tõrgetest teavitamine**

The above examples are not either names (but designations/appellations) or are titles, which uses the capital letter only in the beginning of the first word of the title.

Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

It is very usual to use compound words in Estonian. Compound word is created by adding other word's stem to a word. Compounding words gives a new word with new meaning. For example, phrases "lapse põlv" (child's knee) and "lapsepõlv" (childhood) have completely different meanings. Please see "Eesti keele käsiraamat" for detailed information.

Example: laps + põlv = lapsepõlv; töö + riist + riba = tööriistariba.

Compounds are also created by using a hyphen.

Example: + CD-mängija (CD player)

Gender

This section does not apply to Estonian.

Genitive

Genitive case corresponds to the question whose. It shows affiliation. It does not have a specific case ending. Please see "Eesti keele käsiraamat" for detailed information.

Convention 1 (e.g. Attaching a genitive "s" to (trademarked) product names is unavoidable, as this is a natural change in Estonian. Estonians do not interpret it as a modification of such names.) Please note that it is very common and natural to decline names in Estonian. Excessive use of modifiers makes the text unnatural, so declination of names must be used.

Example:

Source: This is the new feature of **Microsoft**.

Target: + See on **Microsofti** uus funktsioon.

Modifiers

In Estonian localized text you often need to use modifiers. Modifiers must be used when there are variable tags in the text. As tags are replaced with different names and different words are declined differently in Estonian, we cannot add case ending to the tag. In these cases a modifier must be used — then the modifier is declined. Although, please note that it is very common and natural to decline names in Estonian. Excessive use of modifiers makes the text unnatural, so only modifiers cannot be used.

Example:

Source: You can do the following with **Lync**.

Target: + **Rakendusega Lync** saate teha järgmist.

To help the user, you will have to add modifiers (descriptors) before the Estonian names of keys, objects, menus, commands, dialog box elements, icons, etc. as well as acronyms, even if they are not included in the English text.

Note than only the modifier is declined; the names of the objects, menus, commands, dialog box elements, icons, etc. have to be used exactly the way they are used in the user interface.

Click Save	+ Klõpsake nupul Salvesta. – Klõpsake Salvestamise nuppu.
Click ENTER	+ Klõpsake klahvi ENTER.
Select Favorites	+ Valige suvand Lemmikud – Valige Lemmikud

Note: the modifier goes before the name modified not vice versa:

Click Save	+ Klõpsake nupul Salvesta. – Klõpsake Salvesta nuppu.

Before using a modifier, always check what a particular name or abbreviation refers to. It is advisable to consult to the MS Trademark List or other reference materials (http://www.microsoft.com/library/toolbar/3.0/trademarks/en-us.mspx). When referring to different types of software, use the following descriptors when needed:

Windows or other operating system	Operatsioonisüsteem
MS Office	Tarkvara
Any other type of software	Programm
Reference materials (e.g. SDK)	Abimaterjal

Other modifiers that you might consider:

Käsk

Fail

Režiim

Vorming

Punctuation

1. Quotation marks („xxx“) are not used around the names of software items.
2. No punctuation marks are needed at the end of menu titles or command names. However, if the command leads to a corresponding dialog box, use ellipsis (x …).
3. In Estonian, several clauses (parts of sentences with a different subject and predicate) used in the same sentence, should generally be separated by commas:

Check if the file exists and if you can access it.	+ Märgistage, kui fail eksisteerib ja pääsete sellele juurde.

Nouns

General considerations

Noun is one of basic part of speech of Estonian. There are hardly any sentences without nouns in Estonian. Nouns are typically words that change in case and number, naming different objects (things, persons etc) and they can be in a sentence as a subject and an object.

Examples:

+ **Meri** kohises. **Tüdrukud** kuulavad **muusikat**.

Besides typical nouns there are other nouns that have different meaning. They express action (jooksmine, jooks — running) or property (ilu — beauty). Nouns can also fill syntactic features of other parts of speech: adverbial as an adverb, for example *Tüdrukud kuulasid **laupäeval** muusikat* (as *Tüdrukud kuulasid **eile** muusikat*); attribute as an adjective, for example ***poisi** raamat* (as ***hea** raamat*); and subject predicative, for example *Joosep on **üliõpilane*** (as *Joosep on **imelik***).

All names are nouns.

Please see "Eesti keele käsiraamat" for detailed information.

Inflection

There are 14 cases in Estonian:

Nominative (Microsoft)

Genitive (Microsofti)

Partitive (Microsofti)

Allative (Microsoftile)

Adessive (Microsoftil)

Abaltive (Microsoftilt)

Illative (Microsofti)

Inessive (Microsoftis)

Elative (Microsoftist)

Translative (Microsoftiks)

Terminative (Microsoftini)

Essive (Microsoftina)

Abessive (Microsoftita)

Comitative (Microsoftiga)

Note: as names are nouns in Estonian, they are also declined.

Please see "Eesti keele käsiraamat" for detailed information.

Plural Formation

Plural partitive is formed from either singular genitive or singular partitive and can take the following endings some words have two forms:

* -id: one-syllable words with long vowels aa, ee, õõ, uu, öö, ää, two-syllable words with long vowels or endings -em, -en, -el, -er, -ar, -ur, -e, -ne, -s or singular genitive with one or three syllables, three-syllable words with endings -ne, -s,

* -sid: one-syllable words with long vowels ii, üü or a diphthong, two-syllable words with short vowels, three-syllable words with endings -um, -on, -er, -ar, -är, -ov, -nna,

* -e: words with singular partitive endings -i, -u, -j, or singular partitive ending -a with the preceding syllable containing u,

* -i: words with singular partitive ending -e, or singular partitive ending on consonant with singular genitive ending -e, or singular partitive ending -a with the preceding syllable containing vowels e, o, ä, ö, ü or a diphthong with one of these vowels as the first sound with the exception of ei, äi,

* -u: words with singular partitive ending -a with the preceding syllable containing vowels a, i, õ or diphthongs ei, äi.

Plural illative, inessive, elative, allative, adessive, ablative, translative have a short form in some words. If the plural partitive ends with -id, then the short plural stem is this form without -d instead of plural genitive with -de-; if it ends with a vowel, then the short plural stem is this form; if it ends with -sid, then the short plural cannot be formed.

Please see "Eesti keele käsiraamat" for detailed information.

Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

There are not many prepositions in Estonian (enne (õhtut), keset (teed), piki (randa) etc.). Prepositions are usually with noun in genitive case, but few prepositions require other cases (tänu sõbrale, ilma pikema jututa etc.). Please see "Eesti keele käsiraamat" for detailed information.

US Expression	Estonian Expression	Comment
Please see Terms and Conditions **before** download.	+ **Enne** allalaadimist vaadake nõudeid ja tingimusi.	Here the noun with preposition is in partitive.

Pronouns

Pronouns are typically independent synsemantic words that change in case and number and behave as nouns, adjectives or numerals in sentences, but they have more abstract content (mina, tema, see, niisugune, iga, mitu). Always use the 2nd person plural (teie) to address the user. Normally, the pronoun „teie” itself will not be needed,

but if used, write it in the lower case. This is to ensure consistency with any printed material on the same topic (which traditionally uses lowercase pronouns). Please see "Eesti keele käsiraamat" for detailed information.

Example:

Source: **My** Computer

Target: + **Minu** arvuti

Punctuation

No punctuation marks are needed at the end of menu titles. No punctuation marks are needed at the end of command titles. Irrespective of the punctuation of check buttons and radio buttons in English, those in Estonian do not end with a period unless they are complete sentences. Irrespective of the punctuation of the headings of list boxes and tables in English, those in Estonian never end with a period. Column and row headings should start with a capital letter and usually have no punctuation marks at the end. Error messages should always end with a full stop / question mark even though this rule is not observed in English. Estonian error messages (except questions) always finish with the period. Exclamation marks and other punctuation marks are used only in exceptional cases. Please see "Eesti keele käsiraamat" for detailed information.

Comma

Decimal value is separated from the integer number with a comma. Please see "Eesti keele käsiraamat" for detailed information.

Colon

Use colons when bulleted list contains single words or phrases. Then these list items must start with lower case and are separated with comma or semicolon and last item ends with full stop.

Example: + **RTF-formaadis faili loomiseks tuleb teha järgmist:**

· avada tekstiredaktoris (näiteks MS Wordis) soovitud dokument (või tuleb see ise koostada),

· valida ülamenüüst **File > Save As**.

Do not use colons when bulleted list contains full sentences. Then a phrase preceding a bulleted list must end with full stop.

Example: **Tehke RTF-formaadis faili loomiseks järgmist.**

· Avage tekstiredaktoris (näiteks MS Wordis) soovitud dokument (või koostage see ise).
· Valige ülamenüüst **File > Save As**.

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. The hyphen is used between two words to create one word compound.

Example: CD-mängija (CD player)

En Dash

The en dash is used as a minus sign. There is no space when it is with a single number, but there must be spaces around en dash in mathematical operation.

Example: –15 °C; 9 – 5 = 4

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Example: 978–88 1–6 km 700–800 eurot

Em Dash

The em dash („—”) in Estonian (like in English) is used to emphasize or separate a phrase or clause within a sentence. There is always a space before and after the em dash

Example: Raalid, printerid, skannerid — need on kontorimasinad.

Ellipses (Suspension Points)

Ellipsis are used to indicate interruption of the sentence, to show that the sentence is more or less finished, but there is more to say and to replace letters omitted from the word.

Example: Kuigi ta ... kuigi ta ... noh ... kuigi ta sinu laps ei ole ...; Sellest ööst oli Eeval palju meenutada ...; p...

Keep in mind the following when using ellipses/suspension points:

It is advised to leave space between sentence and ellipsis in Estonian.

Example: + Allalaadimine ...

Example: + Avage aken ...

+ ... ja topeltklõpsake vajalikul ikoonil.

Period

Typically sentences end with period. After a period, the next sentence must start with capital letter.

A caption is not followed by a period if it consists of one word or a phrase (Sissejuhatus). However, if a caption consists of a full sentence or if one caption is directly followed by another, the period is used.

When table items are complete sentences, each of them starts with a capital letter and ends with a period.

Estonian error messages (except questions) always finish with the period. Exclamation marks and other punctuation marks are used only in exceptional cases.

There must not be a period after abbreviations, unless they look like any existing word in Estonian.

Example: + Sissejuhatus. Eesmärk

+ Esines ootamatu tõrge.

+ e.m.a, BUT nt

Quotation Marks

Quotation marks are used when referring to refer to a phrase as it appears in the UI; for the title of a help topic, magazine article, or a book chapter, in place of bold when the UI doesn't allow for bold formatting, when describing a word, and not its meaning.

In US source strings, you may find software references surrounded by English quotation marks. Correct quotation marks in Estonian translation are curly quotation marks: „ (Alt+0132) and ” (Alt+0148).

Example: + Otsige järgmise sisuga teadet: „Messenger 9.0 on saadaval”.

+ Asendage kõik teksti „MSN Passport” esinemisjuhud tekstiga „Windows Live”.

Parentheses

In Estonian, as it is in English, there is no space between the parentheses and the text inside them.

Example: Tekst peab olema kursiivis (kaldkirjas).

Singular & Plural

Singular is a member of number category that distinguishes one thing contradistincted to two or more objects. Singular can also express a whole set of things, it means all corresponding things as abstract type, for example ***Hunt** on suurim kiskjaline koerlaste sugukonnast*. Singular do not have a marker.

Example: + aken, tööriistariba

Plural is a member of number category that distinguishes two or more objects contradistincted to one thing. There are basically two ways to express plural in Estonian: *de*-plural (for example *ema/de/l*) and vowel plural which in turn appears as two types (for example *aasta/i/s, õnnelike/s*).

In addition to *de*-plural and vowel plural, plural can also be expressed with the marker of partitive case in formative *des*, for example *pesa/sid*.

Plural of two pronouns expresses only in suppletive stem variant: *mina : meie, sina : teie*. Seven pronouns do not have plural forms: *keegi, ükski, miski, iga, igaüks* and *üksteise, teineteise* which also do not have singular nominative case form.

With three words, plural is expressed as a marker *e*, which is derived from *de*-plural: *silm : silme, rind : rinde, jalg : jalge*. These kinds of forms of genitive case forms are used only in fixed phrases (for example *jalge all, silme ees*) and therefore they are not considered as paradigmatic plural forms.

Please see „Eesti keele käsiraamat” for detailed information.

Split Infinitive

This section does not apply to Estonian.

Subjunctive

This section does not apply to Estonian.

Symbols & Non-Breaking Spaces

This section does not apply to Estonian.

Syntax

In Estonian, verbal phrases are more common and more natural than nominal phrases. So where possible, try to use verbal phrases instead of nominal ones

1. Preparing to install: Installimiseks valmistumine
   BETTER: Valmistub installimiseks
2. Continue dialing: Valimise jätkamine
   BETTER: Jätkab valimist

Please see „Eesti keele käsiraamat” for detailed information.

Verbs

Inflectional endings as listed below are added to the stem of a verb, which is formed from:

* indicative mood active voice singular first person of positive present tense by dropping -n: indicative mood active voice of present tense, conditional mood active voice of present tense, imperative mood active voice singular second person of present tense,

* -ma infinitive by dropping -ma; if the stem ends with a consonant, an additional -i- is added in the singular third person of the imperfect or an additional -e- is added in the singular nominative of the participle, the consonant is doubled if it was short and preceding a short vowel; if the stem ends with -e while being two-syllable or if it ends with a long vowel, then the -s- is left out in all numbers and persons, ei is changed to i, a long vowel becomes short and o, ö are changed to õ: indicative mood active voice of positive imperfect, quotative mode active voice of present tense,

* -da infinitive by dropping -da / -ta / -a; long final l, r become short, in spoken language -nud is shortened to -nd: indicative mood active voice of negative imperfect, indicative mood active voice of pluperfect, imperative mood active voice of present tense except singular second person, active voice of perfect,

* participle of passive voice perfect by dropping -tud: passive voice.

-ma infinitive and -da infinitive are not predictable and have to be taken from the vocabulary. Present tense form and -tud participle are derived from the infinitives on the basis of gradation.

-ma infinitive is used after verbs of motion and after participles. It can be declined: -ma illative, -mas inessive, -mast elative, -maks translative, -mata abessive.

-da infinitive is used after verbs of emotion, after impersonal expressions, after et in order to and as a subject. It can be declined: -des inessive.

Verb derivation: -ta- transitive/passive, -u- / -i- reflexive, -el- / -le- reciprocal, -ne- translative, -ata- momentane, -el- / -skle- frequentative, -tse- continuous.

Emphasis: verb + -gi after a final voiced consonant or vowel / -ki after a final voiceless consonant, verb + küll positive, verb + mitte negative.

Example: + installima, installida, installitud, installinud, installitakse, installiv, installitav, installige, installi

Continuous operations are usually expressed in English with a gerund, which should be translated into Estonian using –mine suffix.

Example: + Tracing image — Pildi otsimine

Word Order

Try to ensure uniform word order within the same product as well as across different products. The general rule is that differently from English, in Estonian, new or the most important information goes at the end of the sentence, thus you should consider the possibility of transforming the word order used in the English sentence.

Example: + Failed to open this installation package — Paigalduspaketi avamine ebaõnnestus (the last component of the sentence in this case conveys new information that the user's attention should be drawn to)

Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

Audience

The style, tone and voice of Microsoft text is dependent on the audience. Most Microsoft products have a broad audience, so the text should be inclusive and nondiscriminatory. Terminology should not make users feel that the product is not for them. For example, Windows Live tone is very friendly and soft, while Legal texts are more strict and official. General Microsoft style is neutral.

Example: Vaadake oma sõbra uusi pilte.

Style

The language of Microsoft products should inspire confidence in our users by:

- Including the appropriate amount of information for successful task completion.
- Providing clear, consistent syntax and terminology.
- Conveying a specific personality.

The most important goal of Microsoft language is to ensure that users understand how to use the product.

Tone

Tone refers to a writer's attitude toward the reader and the subject matter. Tone creates a personality and affects the audience's reaction to what is being said. For example, you would use a different tone to write an executive summary (formal) than you would to write a letter to your cousin (very casual).

Microsoft tone should be:

- Warm
- Natural
- Personal

+ Avaldatavad pildid:

– Valige fotod, mida soovite üles laadida.

+Siit leiate vastused.

– Kasutage seda teenust oma küsimustele vastuste leidmiseks. Näide. Mis on Tokyo rahvaarv? (Liiga ametlik.)

– Teil on küsimusi? Meil on vastused. Laske tulla. (Liiga familiaarne.)

To make the language feel personal, focus on presenting users with the options and information they have indicated they care about. Much of this will be accomplished through design and functionality, but you can use language to enhance it.

+ Te pole veel ühtegi linna lisanud. (Viitab otseselt kasutajale ja annab teada, et kasutaja saab probleemi lahendada.)

– Linnu pole. Linnad ilmuvad pärast lisamist. (Liiga masinlik ning peatähelepanu on pööratud arvutile, mitte kasutaja suhtlemisele arvutiga.)

Avoid slang.

Avoid trendy slang, which can seem forced and unnatural, is difficult to localize, and may not make sense to a broader audience. In marketing or explanatory text (but not in UI commands), some commonly used slang is OK, but only if it is in very common usage.

+ Vaadake oma sõbra uusi pilte.

– Uhkustage oma vingete piltidega. (Liiga slängilik.)

Be inclusive.

Most Microsoft products have a broad audience, so the text should be inclusive and nondiscriminatory.

Terminology should not make users feel that the product is not for them.

+ pere ohutus

– vanemajärelevalve (Vanemad võivad tunda, et neid süüdistatakse liigses kontrollimises.)

+ Ideaalse partneri leidmine.

– Leidke oma unistuste mees. (Piiritleb sihtrühma nendega, kes soovivad meestega tutvuda.)

Voice

In Microsoft, the text speaks directly to users in the second person plural (referring to the user as „teie”). Writers should avoid referring to themselves as „mina”.

Example:

English	Translation
You are now connected to the Internet.	+ Teil on nüüd Interneti-ühendus.

Localization Guidelines

Localization Guidelines

This section contains guidelines for localization into Estonian.

General Considerations

Use correct and consistent grammar in all texts. If in doubt, refer to Estonian grammar books or contact the Institute of the Estonian Language at www.eki.ee. The language used for translating computer software must be strictly formal, i.e., it must comply with grammar rules, contain approved terminology and should be void of computer slang and colloquial expressions, which are widely used in everyday speech. The translators are advised to consult reference materials on software localization and glossaries of approved computer terminology. For introduction of new terms, or in case of any doubt, the translators are asked to contact Microsoft Language Excellence or the Estonian localizer.

These rules provide guidelines for consistent and correct language use in cases where more than one solution would theoretically be possible, or where errors have been common in the past.

Consistency

It must be observed both inside the product and across different products. Always use the same Estonian equivalents for the same words and phrases in the source language. Be consistent in using modifiers, punctuation and capitalization.

Note that even antonyms used in the same linguistic environment should be consistent with each other. They should belong to the same part of speech and should correspond semantically and stylistically:

Rows above: + Ridu ülal

Rows below: + Ridu all

Stay as close to the source as possible

When translating, take into consideration the synonymous words and expressions that can later be encountered in the source text. For example, the word „key” cannot be translated as „nupp” (even though it has this meaning in Estonian), as its synonym, the noun „button”, is widely used in the source language and it is yet closer to the Estonian equivalent of „nupp”. Consequently, „key” has to be translated as „klahv”. If the Estonian language has an accepted term having the same root as the source term, to avoid confusion, use this translation (e.g. file - fail).

Note that the same English word can be translated differently (either as a different part of speech or as a synonymous word/expression) into Estonian if it appears in different contexts. For example:

Copy	koopia (menu title)
Copy	koopia (dialog box title)
Copy	kopeerige (command)
Copy	kopeerimine (static text)

The part of speech of the English term and that of the localized term do not have to coincide, thus you should consider the possibility of translating a verb as a noun or vice versa, if that improves the result. E.g. to achieve consistency in menu titles, translate the verb title „Open” as the noun „Avamine”, „Print” as „Printimine” and so on.

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

Avoid using abbreviations when translating software or documentation, unless they are conventional abbreviations normally used in the language. The use of non- conventional abbreviations should be restricted to the cases where there is no space available in the software string for the spelled-out form of a term. If the use of a non- conventional abbreviation is unavoidable, make sure it conforms to the Estonian language standards.

If the abbreviation is clear to the user and appears often in the system, avoid creating new abbreviations even when space is available for extra characters. For example, USB, AV, IT.

Generally no full stop is used at the end of an abbreviation. If a sentence ends with an abbreviation, do not add another final period to the abbreviation's period.

List of common abbreviations:

a — aasta

aj — ajutine

apr — aprill

AS — aktsiaselts

aug — august

aü — ametiühing

dets — detsember

dots — dotsent

dr — doktor

e — ehk

E — esmaspäev

eKr — enne Kristuse sündi

e.m.a — enne meie ajaarvamist

end — endine

hr — härra

hrl — harilikult

j — jõgi; jagu
j.a — juures asuv
jaan — jaanuar
jj — ja järgmine, -sed
jm — ja muu(d); ja mujal
jms — ja muud sellised, ja muud seesugust
jmt — ja mitmed teised, ja mõned teised
jn — joonis
jne — ja nii edasi
jpt — ja paljud teised
jrk — järjekord, järjekorranumber
jsk — jaoskond
jt — ja teised
juh — juhataja
jun — ju(u)nior
K — kolmapäev
k.a — käesoleval aastal; kaasa arvatud
kd — köide
kk — keskkool; käskkiri
kl — klass; klaas, klaasitäis; kell
l — leht; loe; linn; laht
L — laupäev
lk — lehekülg
LK — looduskaitse all
lp — lugupeetud
lüh — lühend; lühemalt
mag — magister
m.a.j — meie ajaarvamise järgi
min — minut; miinimum
mld — miljard
mln — miljon
mnt — maantee
ms — muuseas, muide
N — neljapäev; naistele
nn — niinimetatud
nov — november

nr — number
nt — näiteks
n-ö — nii-öelda
okt — oktoober
OÜ — osaühing
p — punkt
P — pühapäev
pKr — pärast Kristuse sündi
pms — peamiselt
p.o — peab olema
pr — proua
prl — preili
prof — professor
ptk — peatükk
R — reede
s — sekund; sajand; saar; sent
s.a — sel aastal
saj — sajand
sealh, sh — sealhulgas
sen — se(e)nior
sept — september
skp — selle kuu päeval
s.o — see on
st, s.t — see tähendab
t — tänav; tund (rahv-vah süsteemis h)
T — teisipäev
tehn — tehnika; tehniline
tel — telefon
tk — tükk(i)
tlk — tõlkija; tõlkinud
Tln — Tallinn
tn — tänav
tr — trükk
Trt — Tartu
tv, TV — televisioon
u — umbes

v — või; veerg; vihik, vihk; väin; vald

v.a — välja arvatud; väga austatud

van — vananenud

veebr — veebruar

vm — või muu(d)

vms — või muud sellist, või muu seesugune

vrd — võrdle

vt — vaata

õa — õppeaasta

õp — õpetaja

õpil — õpilane

Expression	Acceptable Abbreviation
For more information see page 58.	+ Lisateabe saamiseks vt lk 58.

Don’t abbreviate already short words such as mai, juuni, juuli, märts etc.

Accessibility

This section does not apply to Estonian.

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

Localized Acronyms

GDP (in English) — SKP (in Estonian)

ISP (in English) — Interneti-teenuse pakkuja (in Estonian)

NB: It is a common rule that Estonian acronyms are NOT separated by full stops.

Arabic (U.A.E) (in English) — Araabia (ÜAE) (in Estonian)

English (U.S.A) (in English) — Inglise (USA) (in Estonian)

Unlocalized Acronyms

International acronyms that are widely used stay the same in Estonian.

Example: ISDN phone line — ISDN-telefoniliin

LAN connection — LAN-ühendus

USB — USB

This is a high-speed connection using either a DSL or cable modem. — See on DSL-i või kaablimodemit kasutav kiire ühendus.

If a US acronym is less widely used and is not explained in the original, it is advisable to localize it fully and leave the original acronym in brackets.

Example: DRM — Digiõiguste haldus (DRM)

IRM features require access to Microsoft Windows Server 2003 running WRM Services — Info ja õiguste halduse (IRM) funktsioonid eeldavad juurdepääsu Windowsi õiguste halduse (WRM) teenuseid sisaldavale rakendusele Microsoft Windows Server 2003

It might sometimes be useful to use a modifier before a US acronym and/or include a full name in English.

Example: To use the 30-Day Trial, you will be required to activate the software over the Internet by using the PID Key located on the back of this card. — 30-päevase prooviversiooni kasutamiseks tuleb teil aktiveerida tarkvara Internetis, kasutades selle kaardi tagaküljel olevat identifitseerimiskoodi PID (Trial Product Identification Key).

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

We treat them as proper nouns in Estonian. These names are either in nominative or they are declined (case ending is added). When declining these names we either use modifier and we decline this or if the modifier cannot be used or sounds unnatural in Estonian, we decline the name directly by adding case ending to it. Please note that it is very common and natural to decline names in Estonian. Excessive use of modifiers makes the text unnatural, so declination must be used.

Frequent Errors

Common sense must always be used when translating set phrases and set word collocations. In some cases word-for-word translations are highly unnatural or even misleading. Therefore when translating source language set phrases, their semantic and functional equivalents in target language have to be used.

Examples of typical errors

The following examples of incorrect and misleading translations of set phrases have been spotted in edbs, manuals, packaging texts and help files.

English	Correct Translation	Incorrect Translation
Legal entities	Juriidilised isikud	Legaalsed isikud
Business cards	Visiitkaardid	Ärikaardid
Visual effects	Visuaalsed efektid	Nähtavad efektid
Shipping firm	MORE OFTEN: kauba saatja	Laevafirma
The graphics driver returned an unexpected error	Graafikadraiver andis ootamatu vea	Graafikadraiver saatis ootamatu vea tagasi
Trade unions	Ametiühingud	Kaubandusühingud
You can schedule this to happen when you are away from your computer	Võite kavandada selle ajaks, kui te arvutit ei kasuta	Võite kavandada selle ajaks, kui viibite arvutist eemal
Visitors of the website	Veebilehe külastajad	Veebilehe külalised
Deliverable	Kohaletoimetatav	Saadetav
An individual is presented with advertisements	Inimesele esitletakse reklaame	Inimesele kingitakse reklaamidega
Web Community	Veebikommuun	Veebiühendus
Web browser	Veebilehitseja	Brauser
Send a cover sheet	Saatke tiitelleht	Saatke kaaneleht
Rich text format	Rikastekst	Rikka teksti formaat
Home Use Program	Programm eraisikule	Kodus kasutamise programm

Glossaries

Linguistic, computer and other relevant dictionaries and Web-based dictionaries that the Estonian localization vendor is recommended to use in translating software and packaging material. The list of materials has been divided into six parts:

1. Dictionaries and other reference materials of computer terminology,
2. General bilingual and monolingual dictionaries,
3. Other relevant special dictionaries,

4. Dictionaries, grammars and standards of the Estonian language,
5. On-line dictionaries.
6. Reference material and templates of Estonian official documentation

Note that the Estonian titles of the reference materials below are translated into English.

I. Computer Terminology

Title	Author/Publisher	Date	Comment
Computer Dictionary	Microsoft Press	1999	n/a
Dictionary of Computing	Peter Collin Publishing	1999	n/a
Oxford Dictionary of Computing	Oxford University Press	1998–2007	n/a

II. General Dictionaries

Title	Author/Publisher	Date	Comment
Computer Dictionary	Microsoft Press	1999	n/a
Webster's New Universal Unabridged Dictionary	Barnes & Noble NY	1992	n/a
Encarta World English Dictionary	St. Martin's Press NY	1999	n/a
Suur inglise-eesti seletav sõnaraamat (SIESS)	Chambers / TEA	2006	n/a
J. Silvet. Inglise-eesti sõnaraamat	Tea Kirjastus	2002	n/a

III. Special Dictionaries

Title	Author/Publisher	Date	Comment
Computer Dictionary	Microsoft Press	1999	n/a
Oxford Dictionary for International Business	Oxford University Press	1998	n/a
Black's Law Dictionary	St. Paul, Minn	1999	n/a
Newton's Telecom Dictionary	Miller Freeman	1999	n/a
The BBI Combinatory	John Benjamin's	1990	n/a

Title	Author/Publisher	Date	Comment
Dictionary of English	Publishing Company		
Inglise-Eesti Tehnikasõnaraamat	Euroülikool	2000	n/a
Dictionary of computer and internet terms	Douglas A. Downing, Michael A. Covington, Melody Mauldin Covington Hauppauge (N.Y.): Barron's	2006	n/a
Inglise-eesti-inglise arvutisõnaraamat	Andres Septer, Lauri Liikane, Klaire Kolmann Estada, Tallinn	2002	n/a
Dictionary of science and technology 1, A-K	Rein Kull (Ed.) Tallinn: TEA Kirjastus	1997	n/a
Dictionary of science and technology 2, L-Z	Rein Kull (Ed.) Tallinn: TEA Kirjastus	1997	n/a
Estonian IT policy: towards a more service-centred and citizen- friendly state: principles of the Estonian Information Policy 2004-2006	Ministry of Economic Affairs and Communications	2005	n/a

IV. Estonian Language

Title	Author/Publisher	Date	Comment
Eesti õigekeelsussõnaraamat	Eesti Keele Sihtasutus	2006	n/a
Eesti ortograafia	Eesti Keele Sihtasutus	2005	n/a
Eesti keele käsiraamat	Eesti Keele Sihtasutus	2000	n/a
Võõrsõnade leksikon	Väärі, E., Kleis, R., Silvet, J. Valgus	2006	n/a

V. Web Resources

Web Link	Comment
http://viki.digitark.ee/index.php/Kategooria:A-Z	Definitions and descriptions of multimedia devices
http://www.keeleveeb.ee/	Includes IT terms' standard vocabulary and many other dictionaries
www.webopedia.com	Computer Terms
http://www.keelevara.ee/	Various dictionaries
http://www.vallaste.ee/	IT and communication technology dictionary
http://mt.legaltext.ee/esterm/	Legal texts' termbase
http://www.eter.ee/5127reg_eter.pdf	Dictionary of information and documentation
http://et.wikipedia.org/wiki/Esileht	Estonian Wikipedia
http://foldoc.org	Large English monolingual on-line dictionaries; terminology of computing
http://www.multitran.ru	English-Russian Dictionary of Computing
http://www.onelook.com/	The collection of various dictionaries (English-English)
www.yourdictionary.com	
www.dictionary.cambridge.org	
http://www.urbandictionary.com/	Urban dictionary

VI. Reference Material and Templates of Estonian Official Documentation

Title	Author/Publisher
http://www.eki.ee/keeleabi/	A databank of linguistic queries
https://www.riigiteataja.ee/ert/act.jsp?id=12790819	Ministry of Economic Affairs and Communications February 9th 2007 order nr 15 (the regulation of Language Inspectorate)

Recurring Patterns

About the use of adessive and partitive with the verb "click"

Adessive (alalütlev) case should be used with icons menus, links, drop-down lists, boxes and notifications that are *displayed on the screen* — click on a list (klõpsake loendil). Partitive (osastav) should only be used when *clicking something that is not on the screen* — click the mouse button (klõpsake hiire nuppu).

English	Estonian
Click the right mouse button	+ Klõpsake paremat hiire nuppu – Klõpsake vasakul hiire nupul
Click on the menu/icon/button	+ Klõpsake menüül/ikoonil/nupul – Klõpsake menüüd/ikooni/nuppu

Please note that the difference between a **physical button** (that really **can be** *clicked* = partitive) and the **displayed button** (that **can be** *clicked on* = adessive) has to be made.

It is correct to write „klõpsake nuppu" in partitive (click *the button*) when the button is physically there (like the left and right button of the mouse) and one can click it manually.

It is correct to write „klõpsake nupul" in adessive (click *on the button*) when the button is virtual, displayed on the screen the same way as icons, menus, notifications etc, which are clicked on.

It is incorrect to write „klõpsake nuppu" (click the button) when the button is displayed on the screen — then it is not physical.

The difference does not arise from the word, but from the context (physical *versus* virtual).

Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

Standard Translations

Some useful standard translations.

Examples:

English	Estonian
All rights reserved.	Kõik õigused kaitstud.
Appendix (Appendices)	Lisa (Lisad)
Chapter	Peatükk
Contents, Table of	Sisukord
(continued)	(jätkub)
Example	Näide
Figure	Joonis
Index	Indeks
Introduction	Sissejuhatus
Preface	Eessõna

English	Estonian
See/See also	Vt / Vt ka
Cf.	Vrd.
Table	Tabel
Version	Versioon

Standard Translations For Remarks, Hints etc.

The following words or phrases may be used in manuals.

Examples:

English	Estonian
Attention!	Tähelepanu!
Caution!	Ettevaatust!
Important	Tähtis/NB!
Note	Märkus
Tip	Näpunäide

Translation of most commonly used phrases

1. Please note the translation of most common user interface phrases. They might be translated differently, but for the reasons of consistently the following patters should be generally observed:

English	Estonian
Cannot + verb	Ei saa + infinitive
Could not + verb	Ei saanud + infinitive
What would you like to do?	Mida soovite teha?
Are you sure you want to ...?	Kas soovite kindlasti ...?
Make sure (that) ... Verify that ... (e.g., Please verify that appropriate disk was indicated)	Veenduge, et ... MITTE: Kindlustage ...
Please try again later.	Proovige hiljem uuesti.
Windows 2000 or **later**	Operatsioonisüsteem Windows 2000 või **selle hilisem versioon**

2. Typical patters in help files:

English	Estonian
Titles:	
How to ... - infinitive	Kuidas ... + infinitive
How to: - verb	Kuidas: - infinitive
More see ...	Lisaks vt ...

3. The functionality of the SL phrase has also to be taken into account. Sometimes, to convey the meaning of the SL text better, you might consider using a phrase that has the same function in TL, but is not a direct translation of the SL phrase.

English	Estonian
Important!	Tähtis/NB!
Do not make illegal copies of this disk	Sellest kettast ei tohi teha ebaseaduslikke koopiaid NOT: Ärge tehke sellest kettast ebaseaduslikke koopiaid

Translation of specialized terminology

Localization of software and help (especially templates) to some extent includes localization of texts related to areas other than computing, e.g., finance, accounting, marketing, HR, economics, employment, social affairs, PR, media, etc.

Such texts are different in style and terminology. E.g., the same source language term used in the user interface and templates might have different meanings and thus be translated differently.

reference	User interface	viide
reference	CV template (Word)	soovitus
promote	User interface	esitama (e.g. to promote headings)
promote	PowerPoint slide templates	reklaamima

A localizer is not required to be knowledgeable in all specialty areas, however, it is essential to ensure that correct, recent and official terminology is used. Hence it is important to consult specialized dictionaries (See: Recommended Reference Material), consult relevant legislation and, if needed, relevant specialists or agencies/institutions.

Translation of legal texts

Special attention should be paid to translation of legal texts (esp. EULAs and packaging texts). It is highly recommended that localizers seek legal assistance when addressing more complex or ambiguous legalese.

The following phrases and terms are most commonly used in Microsoft legal texts:

English	Estonian
End User License Agreement (EULA) for Microsoft Software	Microsofti tarkvara leping (EULA) lõppkasutajale **Note:** In Estonian, generally only the first word of a common name is capitalized
All rights reserved	Kõik õigused kaitstud
Trademark	Kaubamärk
Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries.	Microsoft on Microsoft Corporationi registreeritud kaubamärk Ameerika Ühendriikides ja/või teistes riikides.
The example companies, organizations, products, people, and events depicted herein are fictitious. No association with any real company, organization, product, person, or event is intended or should be inferred.	Näidetes kirjeldatud ettevõtted, organisatsioonid, tooted, inimesed ja sündmused on välja mõeldud. Puuduvad seosed tegelike ettevõtete, organisatsioonide, toodete, inimeste või sündmustega.
Wholly-owned subsidiary	Tütarettevõte

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Unlocalized terms are left as they are, but if inflection is needed, the case ending is added or modifier is used.

Word	Comment
OK	
Start	Only as a menu name.
ID	
URL	

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft.

Microsoft is not translated. It is handled as a proper noun in Estonian. It means that it is declined in all 14 cases:

Nominative: Microsoft

Genitive: Microsofti

Partitive: Microsofti

Allative: Microsoftile

Adessive: Microsoftil

Abaltive: Microsoftilt

Illative: Microsofti

Inessive: Microsoftis

Elative: Microsoftist

Translative: Microsoftiks

Terminative: Microsoftini

Essive: Microsoftina

Abessive: Microsoftita

Comitative: Microsoftiga

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).

User Interface

The general rule is to translate software UI:

1. Menu titles, main titles of dialog boxes, group titles of options and group box titles as NOUNS.

2. Command titles as well as instructions as VERBS.

3. Names of option buttons, check boxes, and radio buttons can be translated as both NOUNS and VERBS. Preferably, they should be the same parts of speech as their equivalents in English.

But again, do not forget to follow the rule of consistency.

The language of both localized software and help files has to be user friendly, i.e., easily understood, unambiguous, and correspond to the source text not only in terms of linguistic accuracy, but also have the same style, the same level of formality/informality and serve the same function.

The source text has to be adapted to the target audience. For this reason, when the text is less technical and if it is impossible to ensure complete linguistic and functional equivalence at the same time, it is advisable to regard the functionality of the phrase as a priority over the linguistic equivalence.

English	Estonian
Welcome (feature)	+ Tere tulemast
Shut down (command)	+ Lülita välja
Welcome to Windows (feature)	+ Tere tulemast Windowsi
Welcome screen	+ Tervitusekraan
Press Room (on the Web)	+ Uudised/pressituba

At the same time, the language has to serve as a marketing tool, that is, the language has to sell the product, which means that it should sound natural and user-oriented.

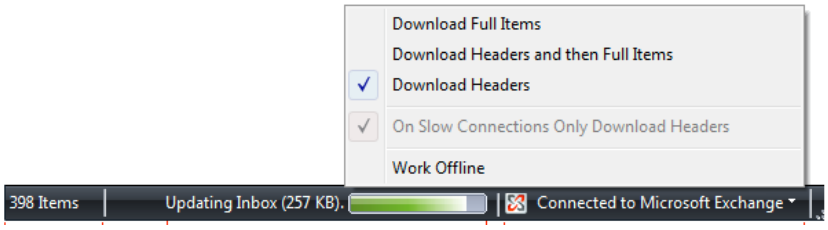
Messages

Messages are handled as normal sentences in Estonian.

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



Estonian Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Estonian,* menu and commands status bar messages should follow the format below. They do not differ as shown in the tables. When the message is a direct instruction, the plural form of the imperative mood is used for addressing the user and the infinitive for the system. Periods are used at the end of sentences in status bar messages, if they are full sentences.

Name	Estonian Name	Category	English Status Bar message	Estonian Status Bar message
Edit	Redigeerimine	menu	Contains editing commands	Sisaldab redigeerimiskäske.
Copy to Folder...	Kopeerimine kausta ...	menu	Copies the selected items to a new location	Kopeerib valitud üksuse uude asukohta.
New	Uus	command	Creates a new document	Loob uue dokumendi.
			Make object visible?	Kas teha objekt nähtavaks?
			Word is converting the document. Press Esc to stop.	Word teisendab dokumenti. Vajutage peatamiseks klahvi Esc.
			Datasheet View	Andmelehe vaade.
			Done	Valmis.

The importance of standardization

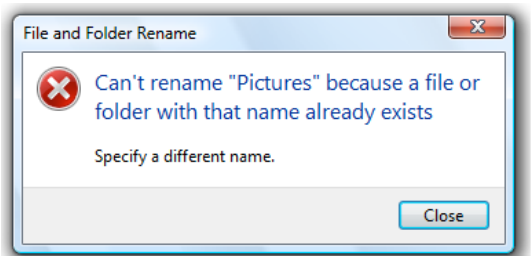
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Estonian version. Use one standard translation as in the examples below:

English term	Correct Estonian translation
Press F1 to get Help	Vajutage abi saamiseks klahvi F1.
If you want Help press F1	
To get Help press F1	
Not enough memory	Mälu pole piisavalt.
Insufficient memory	
There is not enough memory	
Save changes to %1?	Kas salvestada muudatused kausta %1?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:


File and Folder Rename
Can't rename "Pictures" because a file or folder with that name already exists
Specify a different name.
Close

Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Estonian Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product.

Error messages are handled as normal sentences in Estonian.

Abbreviated Sentences

The US messages sometimes contain abbreviated sentences using an imperative verb.

Example:

English	Estonian
Cancel?	Kas katkestada?
Continue without Cancel?	Kas jätkata katkestamata?

Punctuation After Error Message

Error messages should always end with a full stop / question mark even though this rule is not observed in English:

English	Estonian
Invalide Drive: [2]	Kehtetu draiv: [2].

In translating error messages, obvious length constraints should be taken into account and the sentence structure should be as concentrated and compressed as possible, thus redundant pronouns, prefixes, etc. should be avoided.

Estonian error messages (except questions) always finish with the period. Exclamation marks and other punctuation marks are used only in exceptional cases.

English	Estonian
Gathering required information...	Kogub soovitud teavet ...
Congratulations! You have successfully installed the selected device!	Õnnitlused! Olete edukalt installinud valitud draivi.

Please note that exclamation mark is used only after interjections and exclamative sentences. Descriptive and declarative sentences end with full stop.

Personification

Do not use the first person (except for creatures like the Office Assistant). If possible, use the generic third person or the Passive voice (especially in negative expressions). In the rare cases where this is not possible, rephrase using nominalizations, etc.

Examples:

English	Estonian
Unable to save the file	Faili ei saa salvestada. Faili salvestamine pole võimalik.
Deleting file [2]	Kustutab faili [2].

Avoiding Pronouns

Wherever possible, avoid pronouns in error messages.

Examples:

English	Estonian
Do you want to...	Kas soovite ...

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

In a number of cases different synonymous English phrases might have the same equivalents in Estonian, or, the same phrase might be translated differently depending on the context.

Examples:

English	Translation	Example	Comment
Cannot … Could not …	... ei saa ... (present) ... ei saanud ... (past) ... ei suutnud ... (past) ... ei ole võimeline ... ... ei ole ...	Cannot create the file — Faili ei saanud luua. Microsoft Office setup cannot continue — Microsoft Office'i häälestusega ei saa jätkata.	n/a
Failed to … Failure of …	Ei saanud/suutnud/pääsenud ... ... ebaõnnestus/nurjus	Failed to delete [2] — Üksuse [2] kustutamine ebaõnnestus/nurjus.	n/a
Cannot find … Could not find … Unable to find … Unable to locate …	... ei õnnestunud leida ... ei saanud leida ... ei leitud ... asukohta ei tuvastatud	Cannot find the specified file — Määratletud faili ei õnnestunud leida. Unable to locate the specified file — Määratletud faili asukohta ei tuvastatud. Could not find location — Asukohta ei leitud.	n/a
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Mälu pole piisavalt. Ebapiisav mälu. Mälu pole piisavalt saadaval.		n/a
... is not available ... is unavailable	... ei ole saadaval ... pole saadaval	This command is not available. — See käsk pole saadaval. No camera or scanner is available. — Kaamera ega skanner pole saadaval.	n/a

English	Translation	Example	Comment
		The specified path ‘[2]’ is unavailable. — Määratletud tee „[2]” pole saadaval. Unavailable Locations — Kättesaamatud asukohad.	

Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

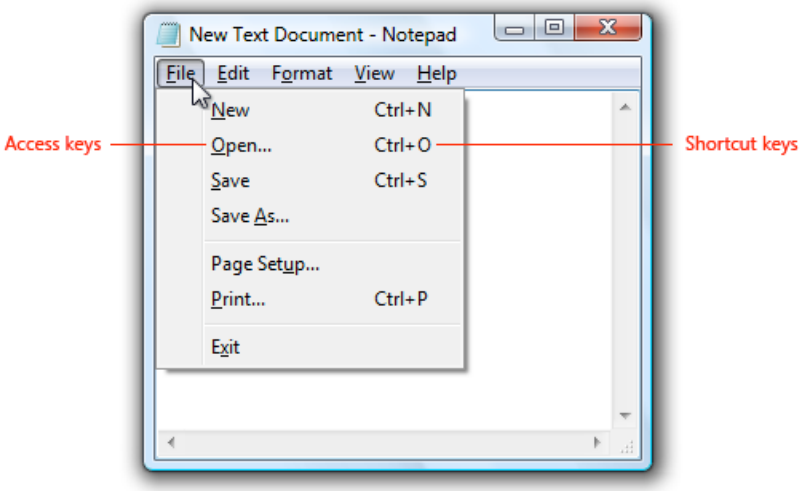
"INI file "%1!-.200s!" section" means "INI file "<string>" section".

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). The first letter of key names is capital letter.

Access Keys/Hot keys



Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	Yes	n/a
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	Yes	n/a
Extended characters can be used as hotkeys	Yes	n/a
An additional letter, appearing between brackets after item name, can be used as hotkeys	Yes	n/a
A number, appearing between brackets after item name, can be used as hotkey	Yes	n/a
A punctuation sign, appearing between brackets after item name, can be used as hotkey	Yes	n/a
Duplicate hotkeys are allowed when no other character is available	No	n/a

Hot Key Special Options	Usage: Is It Allowed?	Notes
No hotkey is assigned when no more characters are available (minor options only)	Yes	n/a

Additional notes: n/a

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is not obvious, provide necessary explanations.

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Estonian Command	Estonian Shortcut key
General Windows Shortcut keys			
Help window	F1	Spikriaken	F1
Context-sensitive Help	Shift+F1	Kontekstitundlik spikker	Tõst+F1
Display pop-up menu	Shift+F10	Kuva hüpikmenüü	Tõst+F10
Cancel	Esc	Tühista	Esc
Activate\Deactivate menu bar mode	F10	Aktiveeri/inaktiveeri menüüriba režiim	F10
Switch to the next primary	Alt+Tab	Lülitu järgmisele peamisele rakendusele	Alt+Tab

US Command	US English Shortcut Key	Estonian Command	Estonian Shortcut key
application			
Display next window	Alt+Esc	Kuva järgmine aken	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Kuva akna jaoks hüpikmenüü	Alt+Tühikuklahv
Display pop-up menu for the active child window	Alt+-	Kuva aktiivse tütarakna jaoks hüpikmenüü	Alt+-
Display property sheet for current selection	Alt+Enter	Kuva praeguse valiku jaoks atribuutide leht	Alt+Sisestusklahv
Close active application window	Alt+F4	Sule aktiivne rakendusaken	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Lülitu järgmisele aknale (mittemodaalses) rakenduses	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Hõiva aktiivse akna kujutis lõikelauale	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Hõiva töölaua kujutis lõikelauale	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Juurdepääs nupule Start tegumiribalt	Ctrl+Esc
Display next child window	Ctrl+F6	Kuva järgmine tütaraken	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Kuva järgmine vahekaartidega paan	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Käivita tegumihaldur ja süsteemikäivitus	Ctrl+Tõst+Esc
File Menu			
File New	Ctrl+N	Fail > Uus	Ctrl+N
File Open	Ctrl+O	Fail > Ava	Ctrl+O
File Close	Ctrl+F4	Fail > Sule	Ctrl+F4
File Save	Ctrl+S	Fail > Salvesta	Ctrl+S
File Save as	F12	Fail > Salvesta nimega	F12
File Print Preview	Ctrl+F2	Fail > Prindi eelvaade	Ctrl+F2
File Print	Ctrl+P	Fail > Prindi	Ctrl+P
File Exit	Alt+F4	Fail > Välju	Alt+F4

US Command	US English Shortcut Key	Estonian Command	Estonian Shortcut key
Edit Menu			
Edit Undo	Ctrl+Z	Redigeeri > Võta tagasi	Ctrl+Z
Edit Repeat	Ctrl+Y	Redigeeri > Korda	Ctrl+Y
Edit Cut	Ctrl+X	Redigeeri > Lõika	Ctrl+X
Edit Copy	Ctrl+C	Redigeeri > Kopeeri	Ctrl+C
Edit Paste	Ctrl+V	Redigeeri > Kleebi	Ctrl+V
Edit Delete	Ctrl+Backspace	Redigeeri > Kustuta	Ctrl+Tagasilüke
Edit Select All	Ctrl+A	Redigeeri > Vali kõik	Ctrl+A
Edit Find	Ctrl+F	Redigeeri > Otsi	Ctrl+F
Edit Replace	Ctrl+H	Redigeeri > Asenda	Ctrl+H
Edit Go To	Ctrl+B	Redigeeri > Mine	Ctrl+B
Help Menu			
Help	F1	Spikker	F1
Font Format			
Italic	Ctrl+I	Kursiiv	Ctrl+I
Bold	Ctrl+G	Paks	Ctrl+G
Underlined\Word underline	Ctrl+U	Allakriipsutus / sõna allakriipsutus	Ctrl+U
Large caps	Ctrl+Shift+A	Suurtähed	Ctrl+Tõst+A
Small caps	Ctrl+Shift+K	Väiketähed	Ctrl+Tõst+K
Paragraph Format			
Centered	Ctrl+E	Keskele	Ctrl+E
Left aligned	Ctrl+L	Vasakjoondus	Ctrl+L
Right aligned	Ctrl+R	Paremjoondus	Ctrl+R
Justified	Ctrl+J	Rööpselt	Ctrl+J

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …". In the Estonian version of Microsoft documentation, only the first letter of a heading and topic titles is capitalized, unless the heading or topic title also contains a word or phrase that would normally be written with an initial capital or in all capitals (e.g., name of a product or an acronym). In Estonian headings, the full stop is only used between sentences or phrases, or between the heading and subheading.

Example:

Programmi avamine
Lotus 1-2-3 võrdlus Microsoft Exceliga
Microsoft Windows. Eestikeelne versioon

Titles and procedures

Use the following standard constructions for help topic headers: nominal constructions in the first (and, if possible, second) heading level.

Examples:

English	Estonian
Change the appearance of text	Teksti välimuse muutmine
Do one of the following:	Tehke üht järgmistest.
Change paragraph formatting	Muutke lõigu vormindust.
Change character formatting	Muutke tärkide vormindust.

In the step-by-step instructions that follow, use polite 2nd person imperative.

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